

WATER TREATMENT PLANT ASSISTANT SUPERINTENDENT

GRADE: 19

FLSA: EXEMPT

CHARACTERISTICS OF CLASS:

The Water Treatment Plant Assistant Superintendent performs difficult technical and daily administrative and supervisory work in directing the operation and maintenance of the water treatment plant. The work involves responsibility to provide potable and palatable water within Federal and State standards to consumers through supervision and other personnel. This position requires contacts with customers, Federal and State officials, etc., to explain specialized or technical matters. The work is performed under the supervision of the Water Plant Superintendent, with considerable opportunity for discretion and independence of action.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall Organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Competent in all Water Treatment Plant Operators duties and can fill in for Shift Leaders and Superintendent.
- Directly supervising the Water Treatment Plant Shift Leaders.
- Receives supervision from the Water Treatment Plant Superintendent.
- Responsible to maintain all Standard Operating Procedures (SOP's) for the Water Treatment Plant and identify new SOP's as necessary.

- Monitoring chemical inventories; ordering chemicals and arranging for their delivery before bulk supply is depleted and after there is sufficient available space for the delivery.
- Managing the preventative maintenance work order program (Antero) for the Water Treatment Plant; Assigning and ensuring that each shifts' scheduled maintenance is being completed before delinquency date.
- Procuring and purchasing necessary supplies, services and equipment as needed.
- Managing their credit card account within the City's guidelines and procedures.
- Managing total plant operations to ensure that Federal and State water quality standards and consumer water quantity demands are met and satisfied.
- Plans, schedules, assign, inspect and supervise the work of the Water Treatment Plant Operators. Monitor operator certification training, insuring that the staff maintains MDE Water Treatment Plant Operator certification.
- Ensuring that expenditures are maintained within budgetary limitations; and writing the technical specifications for annual contracts.
- Preparing of all reports required to Federal and State agencies and City departments and divisions and submitting to Superintendent in a timely manner.
- Maintaining cooperative working relationships with the other members of the plant staff, cooperating with and providing assistance needed to other divisions of the Public Works Department and with other City departments with whom the plant interacts, and with Federal and State agencies and the consuming public.
- Performs other related duties and tasks as assigned.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to graduation from an accredited college or university with a Associates degree in science, engineering, or a closely related field and five years of progressively responsible experience in a complex water treatment operation in a certified capacity. Must have a valid Maryland Class 4 Water Treatment Operator Certification prior to date of hire. Certification as a Maryland Class 4 Superintendent is necessary within three months of appointment. Must possess an appropriate driver's license valid in the State of Maryland.

Preferred Knowledge, Skills and Abilities:

- Knowledge of the principles, procedures and practices necessary to maintain and enhance the operation and maintenance of a Class 4 Water Treatment Plant.
- Knowledge of the Federal and State water quality standards (the Safe Water Drinking Water Act and Amendments) and the reporting requirements.
- Knowledge of Federal and State safety regulations for a Class 4 water plant operation, i.e. OSHA, MOSH, Right-to-Know, Underground Tank Regulations and SARA Title III.

- Knowledge of management principles and practices, administration techniques, current literature, techniques and developments in the field of a complex water plant operation.
- Ability to apply management principles, procedures and techniques in the operation and maintenance of a Class 4 Water Treatment Plant.
- Ability to establish and maintain effective working relationships with public officials, consumers, subordinates, Federal and State agencies, etc.
- Ability to communicate effectively orally and in writing.
- Ability to carry out short and long range plans for the needs of a complex water plant operation.
- Ability to develop and teach training programs to the staff and maintain operational certification.